ATSIP Executive Board Meeting

October 19, 2016 at 2PM EDT; 1PM CDT; noon MDT; 11 AM PDT
Dial in number 408-650-3123
Access Code: 898-896-589
Or Connect to: https://global.gotomeeting.com/join/898896589

ATTENDANCE:

Allen Parrish, President, USN Academy, university researcher
Kathleen Haney: 1st Vice President, Minnesota, State DPS (absent)
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher (absent)
Tim Kerns, Maryland, Immediate Past President, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, Kentucky, State Law Enforcement
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Sladjana Oulad Daoud, California, DMV (absent)
Chris Osbourn, Tennessee, Department of Safety and Homeland Security (absent)
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Karla Houston, LSU
Luke Johnson, NHTSA
Bob Rasmussen, Treasurer
Kellee Craft, TSASS
Joan Vecchi, TSASS
Hadi Shirazi, Louisiana DOTD
Bob Pollack, FHWA
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction
   Allen Parrish presiding
   Bob Scopatz announced a quorum at 1:05 PM Central
   Allen Parrish called the meeting to order at 1:05 Central

2. Approval of Minutes from September 21st Executive Board Meeting
   
   MOTION
   Juliet Little moved to approve the minutes of the September 21st, 2016 Executive
   Board Meeting based on the Draft for Approval reflecting changes through
   09/21/2016.
   Shane Bates seconded.
   Motion Approved
3. **Immediate Past President’s Report: Tim Kerns**  
   No report.

4. **1st Vice President’s Report: Kathleen Haney**  
   No report.

5. **Treasurer’s Report: Bob Rasmussen**  
   Bob Rasmussen reported on the September account balances and the 2016 Traffic Records Forum Account. A copy of the Treasurer’s report is appended to the member’s copy of these minutes. On the ATSIP side, we gained more money from dues in August. On the Forum account, there were several bills to pay off including the first deposit for New Orleans.

   **MOTION**  
   Bob Scopatz moved to accept the September 30, 2016 Treasurer’s Reports as submitted  
   Patrick Dolan seconded.  
   Motion Approved

6. **Liaison Reports:**  
   69. **FMCSA**  
   70. **FHWA**  
   71. **NHTSA**  
   72. **TRB**  
   73. **GHSA**  
   74. **ITE**

   **FHWA:**  
   Bob Pollack said that FHWA and NHTSA have a webinar November 2, at 2-3PM EST covering safety performance measures. Registration is required. An informational flyer is attached to these minutes.  
   FHWA is going to do another webinar covering the Model Inventory of Roadway Elements (MIRE) Fundamental Data Elements (FDE). Current plan is to hold the webinar during the first week of December. It will cover what elements are included in the FDE, requirements for reporting, and answer any questions on the MIRE FDE.

   **NHTSA:**  
   Luke Johnson said that MMUCC 5th edition second meeting will take place next week. There are several items that will be discussed, including the new Departmental policy on autonomous vehicles. There are 5 assessments still to launch, and the Advisory update is also on schedule.  
   Luke referred people to the flyer attached to these minutes. Please share this flyer with the people responsible for the crash data system. By April 15, 2019, all states must comply with the MMUCC 4th edition’s definition of Serious Injury.

7. **2nd Vice President’s Report: Cory Hutchinson**  
   Karla Houston reported that we have one commitment for a Platinum sponsor and working on two more. Still on hold for the Samsung. Cory has identified three new vendors based on other conferences. For speakers, we are contacting best practice states and will work with TSASS to help identify other best practice states. The hotel has told us that we may need to commit to more room nights if we want to increase the size of the event. We will start doing the Forum Planning conference calls soon.

   Karla asked if there was a replacement to handle the Best Practice Awards. Allen said
that Chris Osbourn and Juliet Little have volunteered.

Karla said that the only other issue Cory wished to talk about was the idea to raise the Forum registration fees. The one-day fee would go up by $25; the full Forum registration would increase by $50; and the Student rate would go up by $25.

Bob Rasmussen asked if they’d discussed raising the membership fees as well. Karla said they did not.

Joe McCarthy asked if we could increase the number of sessions. Would that help with increasing the number of attendees and thus help with the funding. Karla said that we do want to add sessions and hope to attract more attendees. The fees for the Forum haven’t been raised in ten years.

Hadi Shirazi asked what the rationale is for increasing the registration fees. Karla said it was designed to make the conference better and perhaps have the flexibility to pay for some speakers.

Hadi asked if we can table this until we have the Executive Board meeting in January.

Allen Parrish asked what the time table needs to be for this decision. He said that he will talk to Cory and then the officers will have an email discussion after this meeting. He said we would table this discussion until that discussion takes place.

Rhonda Stricklin said that last year we decided not to have a student rate. Bob Rasmussen confirmed. That rate is quite low and doesn’t cover the costs of their meals. Hadi Shirazi said that increasing the fee would force people away.

8. Committee Reports:

Membership (Bob Rasmussen)
There are no new member applications this month.

Outreach (Hadi Shirazi and Rhonda Stricklin)
Hadi Shirazi said he has no report. He asked Rhonda Stricklin if she could communicate with the TRCC outreach group to set up a roundtable for local engineers at the Traffic Records Forum? Could the TRCC outreach group convey a message to the local engineers? Juliet Little said that she has one local engineer in mind and she would need to give him a clear idea of what we have in mind for the session. Rhonda Stricklin said that we could add that as an item to the next contact call with the TRCC outreach group. We would need a facilitator. Bob Pollack added that FHWA has connections with county and city engineers. He offered to jointly work on a program that could be marketed to the local agencies. Hadi said that sounded like a good idea that might draw more local engineering participation in ATSIP and the Traffic Records Forum. Dave Bozak added that we should also think about ways to bring more local law enforcement in using the same mechanisms. Allen Parrish said that we should treat this as a strategic initiative. Rhonda Stricklin said that last time we discussed a committee to reach out to the TRCCs. She received emails from volunteers and she will reach out before the next ATSIP Executive Board meeting to get the effort started.
Allen Parrish announced that Chris Osbourn and Juliet Little will lead the Best Practices effort this year. This is a new assignment and they will get together and decide on a course of action.

Awards (Eric Tang)
No report.

9. Old Business
   a. ANSI D16.1:
      Joan Vecchi reported that she is compiling votes on the changes. She is waiting for one more vote from the consensus body. We will be ready to send the results to ANSI for their 60-day required public comment periods.
   b. 2016 Traffic Records Forum Wrap-up report (Tim/Chris/Cindy)
      Bob Rasmussen reported on the Forum financials for 2016. The Forum did lose some money this year. The full report is attached to the member’s copy of these minutes.

10. New Business
    a. New Board Member
       Allen Parrish asked Kellee Craft if she would accept a one-year appointment to fill a vacancy. Ralph Zimmer made clear that this appointment would last until the next Traffic Records Forum—there will need to be a nomination and election at that point.

       Allen asked for any comments, then took a voice vote. Kellee Craft is appointed to the vacancy.

    b. Newsletter (Dave Bozak)
       Dave Bozak said that we have three or four authors in mind for the newsletter so far. We would also like to use the bios and Board Member pictures (including the group picture from the Forum). We will also include a small piece on the Louisiana Forum. Dave invited everyone to send him newsworthy items. Bob Scopatz suggested that we add a section of the Newsletter to get the word out on new research or completed projects.

    c. Location for 2019 Forum: We are starting to look at locations now and Allen will be in touch about this soon.

11. Good of the Association:
    New Board Members’ Guide. A small group of us have volunteered. Sladjana Oulad Daoud asked for this as she became a Board member and Bob Scopatz said we will share the draft when it is ready.
Dave Bozak said that he hasn’t been able to find out what happened to the photos from the 2016 Forum. Kellee Craft said that she hasn’t received them. She will follow up with Cindy and Tim.

12. Next meeting, November 16\textsuperscript{th}, 2016 same contact information and time.

13. Adjourn
   
   \textbf{MOTION}
   
   Juliet Little moved to adjourn
   
   Rhonda Stricklin seconded
   
   Motion Approved
   
   Meeting adjourned at 1:50 PM Central time

Submitted 10/19/2016 as Draft for Review by Robert A. Scopatz, Secretary
Approved by a vote of the ATSIP Executive Board on 11/16/2016

\section*{SAFETY PERFORMANCE MEASURES AND THE NEW SERIOUS INJURY DEFINITION WEBINAR}

FHWA and NHTSA will host a webinar on Safety Performance Measures and the requirements for the new serious injury definition.

\textbf{November 2, 2016 from 2:00 – 3:30 PM (EST)}

Presenters will discuss:

\begin{itemize}
  \item Safety Performance Management regulations and the need for coordination
  \item Identical safety performance measures in the HSIP & HSP
  \item New national definition for serious injuries
\end{itemize}

\textbf{Registration is required} to attend this free webinar. To register, please visit: https://www.eventbrite.com/e/safety-performance-measures-serious-injury-reporting-requirement-webinar-registration-2788628857

Please share this webinar with your colleagues, as it is open to the public.
State Departments of Transportation, State Highway Safety Offices, MPOs, State Motor Vehicle Crash Database Managers and Traffic Records Coordinating Committee Members are encouraged to register.